



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Research and Statistical Analyst I

Recruitment Period: Submit resume by **March 13, 2015**

Number of Positions: One (1) position

FLSA Status: Exempt

Minimum: \$39,083.32

Maximum: \$68,418.29

Position Location: Statewide

Job Summary

The Research and Statistical Analyst I, within the Office of Research, Planning, and Data Analysis, provides the Judicial Council, Administrative Office of the Courts, Georgia courts, and stakeholder's evidence-based research and subject-matter expertise that drive policy and enhance court administration. The position serves as an expert on statistical techniques used in deriving, analyzing, and interpreting data from courts, works with internal and external customers to meet research needs, and stays current on relevant research methodology and findings. Work is performed under limited supervision of the Program Manager.

Duties and Responsibilities

1. Serve a recurring role in data projects, including collection, review, evaluation, and analysis of a variety of court data from all classes of courts.
2. Assist with new project development, including design and management of data collection instruments that will allow for the ongoing assessment of court data, policies, and programs.
3. Produce written reports documenting results of data analysis and present to stakeholders.
4. Maintain close working relationships with internal and external customers, responding to research and technical assistance requests, identifying research needs, and developing methodologies for meeting them.
5. Work with a team, or in a team environment, including the Program Manager and other analysts to develop and update internal policies and procedures, analyzing methods to improve data collection by addressing reliability and validity of data sources and collection methods.
6. Support court administration in decision-making, policy evaluation, promoting the efficient and effective use of court resources, and increasing court accountability to the public through best practice research and implementation.
7. Attend court and conferences, review literature, and investigate new techniques in data analysis.
8. Perform other duties as assigned, including maintaining records in accordance with established retention policies.

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Minimum Qualifications

- Bachelor's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or other similar field and two years of related experience
- Knowledge of and experience with the following software: Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint).
- Possession of a valid Georgia Driver's License and ability to operate an automobile.
- Ability to travel overnight, statewide and regionally, as dictated by the functions of the position and the business needs of the agency

Preferred Qualifications:

- Master's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or other similar field; or Bachelor's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or other similar field and 2 years of equivalent and related experience; or 4 years of equivalent and related experience.
- Knowledge of general court processes and operations and/or experience with courts and/or court-related subject matter.
- Certification in court-related programs and/or other applicable subject matter.
- Knowledge of and experience with the following software: SPSS, ArcGIS, BusinessObjects Web Intelligence, Adobe Acrobat, and Microsoft OneNote and Project.

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The selected applicant is required to meet permanent residency or US Citizenship requirements and pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, military records, state licensing/certification records, driving records, and vehicle registration.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. AOC will attempt to meet reasonable accommodation requests whenever possible.

Please submit resume to: resume@georgiacourts.gov by **March 13, 2015**

Subject line **MUST** include: Research and Statistical Analyst I

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